UNCG Human Resources Hiring Forms and Processes
Effective March 1, 2018

Form/Process	Purpose	Current State	Future State
SHRA/EHRA non-faculty Offer Letters	A documented official offer of employment to a hire	Prepared by hiring department or UNCG Human Resources (UNCG HR)	Prepared only by UNCG Human Resources
New employee start date	Indicates start of employment	Anytime	Mondays only, with exceptions made by Talent Solutions Director
New Employee Orientation dates	New employee in-processing	Every other Wednesday	Every Monday
Reference checks	Determines legitimacy and fit	Conducted by departments	Outsourced to Castlebranch
Background checks	Legal insight into potential employee	To be completed prior to beginning of employment, by Castlebranch	To be completed prior to beginning of employment only upon approval by UNCG HR, outsourced to Castlebranch
New position requests	Establish a new position and hire an incumbent based on business need of organization	Paper process that consists of sending a packet of information	Submit a request for a New Position Request in ePosition
Reclassification requests	To change the classification of one position to a different classification	Paper process (EAF) that consists of sending a packet of information	Submit a request for a Reclassification Request in ePosition. This still requires an EPAF for incumbents.
Competency level/Career Progression requests	To change the competency level of a position (contributing, journey, advanced) either up or down	Paper process	Submit a request for Comp Level update in ePosition. Still requires EPAF
Promotion	Moving a person to a higher position/classification based on an increased level of responsibility and/or an increase in salary	Done through a competitive search in ATS. Hiring Proposal.	Same
Demotion	Moving a person to a lower position classification based on a decreased level of responsibility and/or a decrease in salary	Submit an ePAF	Completed in ePosition. Still requires EPAF and consultation with HR Business Partners and Employee Relations Consultant
Reassignment	Appointment to a different post or role	Done through a competitive search in ATS. Hiring proposal. Exception; when a reorganization is being done or	Same.

		moving a RIF employee to a new department	
Salary adjustment requests	To change the salary of an individual based on a number of factors	Department submits Package to TS and department submits ePAF	Handled in ePosition. Still requires EPAF for Ops
Budget changes	To change funding code of a position	Submit an EPAF if position has incumbent. PPAF if position is vacant	Modification requested in ePosition, but processed through PPAF
Supervisor changes	To change the reporting structure from one supervisor to another	Submit a PPAF (position action form) (electronic)	Modificationrequested in ePosition. No PPAF necessary, HR will make change.
Organization changes	To move a position from one department to another	Usually happens one time annually. Submit an EPAF	Modification in ePosition. Requires manual form and EPAF
Form EAF—Changes in Existing Employees Status (paper form)	To change the status of an SHRA employee's classification, status, and/or salary	Submit an ePAF. This is used to update, return from LWOP/Probationary Period ending	Requested action in ePosition. Still requires EPAF
Form EAF—Temporary Flat Pay New Hire (EHRA)	To hire temp EHRA employees outside of Jobsearch to be paid on a flat pay basis	Submit EPAF	Use JobSearch (ATS) to post the position and hiring proposal to hire
Form EAF—Temporary Hourly New Hire (SHRA)	To hire temp SHRA employees outside of Jobsearch to be paid on an hourly pay basis	Submit EPAF	Use JobSearch (ATS) to post the position and hiring proposal to hire
Special Assignment Form	Additional job assignment for SHRA employee outside their primary work hours	Submit EAF Form	Remains the same
Secondary Employment Form	Any SHRA employee who is requesting approval for additional employment outside of the university	Submit EAF Form	Remains the same
Dual Employment	Employee works outside UNCG at another North Carolina institution or agency at the same time.	Submit EAF Form	Remains the same
Affiliated Persons Request Form	To request access for a Person of Interest who is not a paid employee of the university (visitors, guests, contractors, etc.)	Paper	Remain the same
Departmental Request for Background Authorization Form	To request background checks for temporary employees	Paper form	Use ePosition and Castlebranch. Dept. request for can still be submitted for Adjunct and Affiliates.
SHRA/EHRA Temporary New Hire Request	Used to hire temporary employees	If there is an existing Banner ID, the department submits an EPAF. If there is not an existing Banner ID, the department submits an EAF (SHRA) or PD7 (EHRA)	Use ePosition to post and hire
SHRA Position Description - Form	To define the position	Paper	Use ePosition

HRCB200	responsibilities and competencies		
Career Banding Employee Competency Assignment - Form HRCB202	To define an SHRA employee competency	Paper	Use ePosition
Example - Employee Competency Assignment Checklist Tool	Example of checklist	Tool on HR Form Website	Keep (resource)
Example - Employee Competency Assignment Form	Example of form	Form on HR Form website	Use ePosition
SHRA Compensation Request Form	Personnel action pre-approval. Calculates salary	Excel spreadsheet	Use ePosition
RIF Plan Template	Class and comp template. Collects position number and career banding	Form on HR Form website	Keep as Internal form
EHRA Designation Request	To request a new or existing EHRA status	Paper	Use ePosition
(PD7) PAPER	Used for some EHRA non-faculty, faculty and graduate student transactions. To hire permanent employees w/o an ID number, hire temp employee w/out an id number, hire and rehire Adjunct-Non Faculty employees, change in position number, change in salary if a budget flex is required, separation with early termination, change in home org, place an employee on LWOP, Return an employee to an active job from LWOP.	Paper Form	Remains manual process for faculty Used for temps non-faculty without an ID number
EHRA Non-faculty Job Description	Written job description for EHRA Non-Faculty	Paper	Use ePosition
Board of Governor's Salary Increase Pre-Approval Process	Process to describe BOG salary increase	9 page PDF on HR Form website	Use ePosition
Position Action Form (PAF)	Budget form to establishing, home org change, modification (title changes, career progression adj, reclass or to abolish a position.	Form on HR Form website	Use ePosition
Budget Flexibility Form	Excel spreadsheet that allows you to move forms	Excel document on HR Forms page	Keep as Resource
Affirmative Action (AA2)	Capture demographic information for faculty	Paper	Use ePosition
Affirmative Action (AA3)	Withdraws a search for a faculty	Paper Form	Use ePosition

	position		
Electronic Position Action Form (PPAF)	PPAFs are unique to UNCG and provide direct entry via UNCGenie for many position actions.	Electronic form	Electronic form for Budget purposes only
Paper Position Action Forms (PAF) PAPER	To hire temps outside of Jobsearch. Or to make changes to the Job Detail tab in Banner on NBAJOBS, for permanent, seasonal or time limited employees, SHRA career progression adjustments and reclassification.	For both paper and electronic	All temporary hires will go through JobSearch (electronic)